

CLAIMS

What is claimed is:

- 707/104.1
SUB A4
Claims
1-19
ASW
1. A method for performing job analyses of discrete jobs comprising the steps of:
 - a. creating a job analysis comprising a list of job requirements and working conditions of each discrete job;
 - b. creating a physical demands analysis comprising a list of physical requirements of each discrete job;
 - c. repeating steps a and b for each discrete job; and
 - d. combining the results of step c into a job analysis database.
 2. The method as characterized in Claim 1, wherein said physical demands analysis is created by coordinating the essential functions of each of the job's tasks and the physical requirements of each of the job's tasks with a pictorial representation of each of the job's tasks.
 3. The method as characterized in Claim 1, wherein the various job analyses and physical demands analyses are combined to create a company specific job analysis system database.
 4. The method as characterized in Claim 1, wherein the job analysis system database is made available to those with a need to know the database.
 5. The method as characterized in Claim 1, wherein said job analysis is created by:
 - a. giving each discrete job a generic title;
 - b. creating a brief description of job activities for each discrete job;
 - c. creating a list of essential functions that an employee must be able to do to perform each discrete job properly;
 - d. creating a list of strength requirements of each discrete job;
 - e. creating a list of physical requirements of each discrete job; and
 - f. creating a list of frequencies of certain motions and movements necessary to perform each discrete job.

7 c. creating a three-part screen showing tasks of the job, a pictorial
8 representation of the tasks, and physical requirements of the tasks.

1 12. The method as characterized in Claim 11, wherein the step of creating
2 the three part screen is repeated sequentially to show each discrete task required to
3 perform each discrete job.

1 13. The method as characterized in Claim 5, wherein said physical
2 demands analysis is created by:

3 a. listing a generic job title and a brief description of each discrete
4 job from the job analysis;

5 b. listing generic sub-listings of a department of the company in
6 which each discrete job is and a generic task name; and

7 c. creating a three-part screen showing the tasks of the job, a
8 pictorial representation of the tasks, and physical requirements of the tasks.

1 14. The method as characterized in Claim 13, wherein the step of creating
2 the three part screen is repeated sequentially to show each discrete task required to
3 perform each discrete job.

1 15. The method as characterized in Claim 1, wherein said database is
2 available on a portable storage medium.

1 16. The method as characterized in Claim 1, wherein said database is
2 available for viewing over a computer network.

1 17. The method as characterized in Claim 16, wherein said computer
2 network is a global computer network.

1 18. A method for performing job analyses for discrete jobs
2 comprising the steps of:

3 a. creating a job analysis comprising a list of job requirements and
4 working conditions of each discrete job, including a description of job activities, a list
5 of essential functions that an employee must be able to do to perform each discrete
6 job properly, one or more lists of physical requirements of each discrete job, and a
7 list of working conditions under which each discrete job is performed;

8 b. creating a physical demands analysis comprising a list of
9 physical requirements of each discrete job, including a description of each discrete

10 job; and a three-part screen showing the tasks of the job, a pictorial representation
11 of the tasks, and the physical requirements of the tasks;

- 12 c. repeating steps a and b for each discrete job; and
13 d. combining the results of step c into a job analysis database.

1 19. The method as characterized in Claim 18, wherein said job analysis
2 further comprises a list of flexions necessary for the arms and hands to perform
3 each discrete job, a list of motions and maximum strengths necessary to perform
4 each discrete job, and a list of specific or additional requirements necessary of a
5 specific employee for each discrete job at a specific workstation.

1 20. A method for providing a real-time system for matching a specific
2 person with a specific job within an organization, comprising the steps of:

3 a. creating a job analysis system database comprising a list of
4 requirements and working conditions of the specific jobs within an organization, a list
5 of essential functions that an employee must be able to do to perform the specific
6 jobs properly, a list of working conditions under which the specific jobs are
7 performed; and a physical demands analysis comprising a list of physical
8 requirements of the job;

9 b. providing a search engine capable of searching the job analysis
10 system database based on one or more selected criteria that are relevant to the
11 specific person; and

12 c. inputting one or more selected criteria that are relevant to the
13 specific person into the search engine and running the search engine,
14 wherein the search engine will output a specific job within the organization that
15 satisfies the one or more selected criteria that are relevant to the specific person, if
16 such a specific job exists.

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